

# MSDP



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR A DESIGNATED MANAGERIAL POSITION AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

**CLASSIFICATION: PRINCIPAL TRANSPORTATION ENGINEER, CALTRANS**

**POSITION TITLE: DIVISION CHIEF PROGRAM PROJECT MANAGEMENT**

**SALARY: \$7125 - \$7858**

**LOCATION: DISTRICT 6 - FRESNO**

**FINAL FILING DATE: DECEMBER 20, 2004**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the District Director, the Division Chief Program Project Management has approval authority and responsibility to ensure that capital outlay project delivery is executed in accordance with the Project Delivery Memorandum of Understandings (MOUs), as well as statewide policies, procedures, and guidelines. The Division Chief Program Project Management serves as the leader of the Regional Capital Outlay Support Divisions, and is responsible and possesses authority over all delivery of the Capital Outlay Support program for the Central Region. The Division Chief Program Project Management leads and directs the work of the Regional Capital Divisions in the delivery of the Client District's Capital Outlay Support programs as well as other district's brokered work. Responsibilities include, but are not limited to:

- Works with the District Directors for Client Districts, Region Division Chiefs, and Division of Engineering Services (DES) to set project priorities and manage allocation of Capital Outlay Support resources to support the Region's commitment to delivery of assigned Capital Outlay projects. Sets allocations of resources for the Regional Divisions once the District MOUs are

agreed on, ensuring and maintaining equitable distribution based on project direct workload. Monitors, tracks, and holds Divisions accountable for those resource allocations.

- Serves as a regional single focal point of contact for Client Districts, and the Division of Engineering Services (DES) on all Capital Outlay Support (COS) matters and other negotiated project delivery matters. Negotiates with Client Districts management teams including, but not limited to the District Directors and Deputy District Directors of Program/Project Management, Resource Management, Maintenance, and Planning. Responsible for negotiation and delivery of Regional workload, staffing resources, and budgetary resources to ensure project delivery, and developing MOUs with each District to document these agreements. Resolves project delivery conflicts between the Districts, Regional Divisions, and the Division of Engineering Services.
- Serves as a single point of contact for brokering activities with the Districts outside of the Central Region's boundaries. Responsible with negotiating resources and work product with each District that utilizes brokering with the Central Region.
- Develops and implements Project Management tools, documents, and procedures for the Central Region ensuring accountability to each of the Client Districts.
- Implements statewide guidelines and procedures for project management throughout the Central Region and works with the Deputy District Directors of Program/Project Management to apply these guidelines consistently. Develops guidelines and procedures that are not covered in the statewide guidelines working Department-wide with the Special Funded Projects, DES and Headquarters to ensure consistency statewide.
- Manages COS resources for the consultant contracts on a Region wide basis for all COS projects within the Client Districts. Ensures development and delivery of the consultant contracts through delegation and monitoring of the consultant contract unit within Central Region Program/Project Management.
- Establishes the goals, objectives, and priorities for the Central Region Program Project Management Division. Ensures that all Program/Project Management staff are properly trained and possess the necessary expertise to execute their duties. Monitors and participates in Program/Project Management (PPM) support staff selection process. Resolves PPM personnel matters at the lowest responsible level.
- Participates in the management resolution of internal administrative and personnel matters within the Central Region and District 6.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid certificate of registration as a civil, electrical, or mechanical engineer issued by the California State Board of Registration for Professional Engineers. **and**

#### **Either I**

**Experience:** One year of transportation engineering experience as a Supervising level engineer in the California state service; or four years of transportation engineering experience as a Senior level engineer.

#### **Or II**

**Experience:** One year of managerial experience in the California state service equivalent in level to a Supervising Transportation Planner, or four years of supervisory or managerial experience equivalent in level to a Senior Transportation Planner. **and**

**Experience:** Two years of civil engineering work at the Associate engineer level or higher in the California state service.

### **Or III**

**Experience:** Broad and extensive (more than five years) transportation engineering experience equivalent in responsibility to a Senior or higher level engineer in the California state service.

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Transportation economics and financing; various phases of transportation systems planning and engineering work; factors which influence the impact of transportation facilities on the environment, the community and the economy; State and Federal laws regulating the activities of the Department of Transportation; principles and techniques of personnel management and supervision; the Department's equal employment opportunity and labor relations objectives; a manager's role in safety, health, equal employment opportunity and labor relations and the processes available to meet these program objectives.

**Ability to:** Administer an engineering program; plan and direct the work of a large engineering staff; analyze situations accurately and take effective action; address an audience effectively; present comprehensive reports and prepare correspondence; communicate effectively; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations objectives.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated expertise and experience in organizing and managing a function at the supervising level.
- Demonstrated ability to work cooperatively and build partnerships internally among Caltrans' corporate and District managements as well as with Caltrans' external customers, including city and county staff, regional transportation planning agencies and elected officials.
- Demonstrated commitment to team based project delivery within the District Capital Program and within all project delivery activities and to deliver the Capital Program on time and within budget.
- Demonstrated ability to determine acceptable levels of risk and act accordingly.
- Demonstrated willingness to examine existing policy and seek new and more efficient ways of conducting business; embrace continuous improvement.
- Demonstrated ability to manage a large program both in dollars and geographic area.
- Demonstrated ability to perform high level engineering and policy influencing managerial functions effectively.
- Demonstrated expertise in Department Budget experience and working with performance measures or program evaluation.
- Demonstrated track record of successful project, program or project delivery.
- Demonstrated understanding of team dynamics and significant experience leading teams.
- Demonstrated commitment to continuous quality improvement.

### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

## **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final filing date of **December 20, 2004**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation  
Division of Program/Project Management  
ATTN: Rachel Bruce  
P.O. Box 12616  
Fresno, CA 93778**

<b>APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.</b>
---

Questions regarding this examination process should be directed to: Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

## **ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

## **REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.